

ROYAL HOLLOWAY, UNIVERSITY OF LONDON: GENERAL RISK ASSESSMENT FORM

Name of Person Undertaking Assessment		Date Conducted	Department / Area (including description of what is being assessed)					
Keith Buckman (Health & Safety Coordinator – Media Arts)		18 th January 2018	Driving and working with vehicles					
Ref No	Hazard under review	No & Description of Staff/Students/ Others Involved	Existing Controls	Assessed Level of Risk*			Further Action Required	By (Date) + Review Date
				L	M	H		
7.1	A road accident may occur when a staff member or student drives a vehicle in relation to their production work	Academic, technical and administrative staff - students - third parties such as actors - General public	- College Driving Policy - Media Arts Work Method Statement 'Driving for productions'		X		Using vehicles WMS under review	Jan 2020
7.2	A road accident may occur if the driver is distracted or loses control as a consequence of any filming taking place inside or next to a car, or filming action from another vehicle.	Academic, technical and administrative staff - students - General public	- College Driving Policy - Media Arts work method Statement 'Driving for productions' - All filming action to be specifically risk assessed and subject to approval by the appropriate member of practice teaching staff prior to any filming being allowed - Police controls will often apply		X		Whenever such filming is planned, it must be including in the production risk assessment in the <i>Production Buddy</i> online risk assessment system and checked by the relevant practice course tutor, with specialist advice if required.	Jan 2020

ROYAL HOLLOWAY, UNIVERSITY OF LONDON: GENERAL RISK ASSESSMENT FORM

7.3	A road accident may occur if passing drivers are distracted by any filming and related action taking place at the roadside	<ul style="list-style-type: none"> - general public - student film crew and cast 	<ul style="list-style-type: none"> - Media Arts work method Statement 'Driving for productions' - All filming action to be specifically risk assessed and subject to approval by the appropriate member of practice teaching staff prior to any filming being allowed - Any filming taking place in the street or a public area requires student crew to apply for permission to the relevant authority, such as the local council, who will require a risk assessment (normally the pdf available on <i>Production Buddy</i> after approval). Crews must also notify the local Police of any planned street filming work. 	X			Whenever such filming is planned, it must be including in the production risk assessment in the <i>Production Buddy</i> online risk assessment system and checked by the relevant practice course tutor, with specialist advice if required.	Jan 2020
7.4	Persons may suffer strain injury, trap fingers or drop heavy items onto feet while loading vehicles with equipment, props and other items.	<ul style="list-style-type: none"> Academic, technical and administrative staff -students 	<ul style="list-style-type: none"> - Media Arts work method statement 'Manual Handling', which includes arrangements for activities to be risk assessed by trained assessor - Media Arts Location Filming Code of Practice - heavy location equipment items identified and labelled – two person lifting advised 		X		Ongoing monitoring	Jan 2020

ROYAL HOLLOWAY, UNIVERSITY OF LONDON: GENERAL RISK ASSESSMENT FORM

7.5	Someone may fall from the top of a vehicle if they attempt to use it as a platform to obtain an elevated camera view	students	<ul style="list-style-type: none"> - Media Arts work method statement 'Work at Height' - Location filming code of practice - <i>Production Buddy</i> risk assessment process for any location filming 	X	Ongoing monitoring	Jan 2020
7.6	Persons may be hit by a passing vehicle if they step in the way while filming at the roadside or in a car park	<ul style="list-style-type: none"> - general public - student film crew and cast 	<ul style="list-style-type: none"> - Media Arts work method statement 'Driving for productions' - All filming action to be specifically risk assessed using <i>Production Buddy</i> and is subject to approval by the appropriate member of practice teaching staff prior to any filming being allowed - Any filming taking place in the street or a public area requires student crew to apply for permission to the relevant authority, such as the local council, who will require a risk assessment (pdf available from <i>Production Buddy</i>). Crews must also notify the local Police of any planned street filming work. - Filming in any external space on campus to be cleared using the relevant Provisional Booking Form. - Hi Viz vests are available for students to borrow from the Equipment Store for filming work 	X	Must be including in production risk assessment on <i>Production Buddy</i> whenever such filming is planned	Jan 2020

ROYAL HOLLOWAY, UNIVERSITY OF LONDON: GENERAL RISK ASSESSMENT FORM

7.7	Someone may be vulnerable to physical assault when in or near their stationary vehicle.	Lone student or staff member	Media Arts work method statement 'Lone Working'	X			Ongoing monitoring	Jan 2020
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